

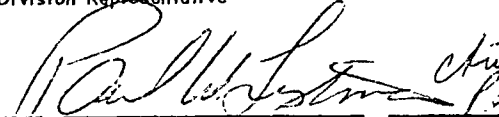
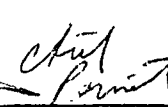
DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

C-484

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

INSPECTIONS & PERMITS / ANNE ARUNDEL COUNTY		ADMINISTRATIVE DIVISION
AGENCY		DIVISION
Item No.	Description	Retention
	<u>Retain all Microfilm Permanently.</u>	
1.	<u>CASH RECEIPTS</u> Receipts are given to applicants for payment of fees associated with obtaining permits and licenses. A copy of the receipt is retained by the division.	RETAIN THREE YEARS IN OFFICE, THEN DESTROY.
2.	<u>REFUNDS</u> A partial refund of the initial fee is given to the permittee when a permit is cancelled.	RETAIN THREE YEARS IN OFFICE, THEN DESTROY.
3.	<u>CANCELLED PERMITS</u>	RETAIN ONE YEAR IN OFFICE, THEN DESTROY.
4.	<u>MONTHLY ACTIVITY REPORTS</u> These reports provide summary information on permit issuance, plans examination, inspections, final inspections, violations given, violations satisfied, commercial licenses, mobile home licenses and rentals, taxi cabs, swimming pools, animal control, utility space and miscellaneous licenses. A second report gives the market value of the permits issued in three categories: residential construction, commercial construction and other construction. This report has significant reference value to the division. This report is the MONTHLY COMPARISON REPORT OF BUILDING.	RETAIN ONE COPY FOR EACH MONTH PERMANENTLY.
5.	<u>TRADE LICENSES</u> Licenses to perform work in the electrical, mechanical or plumbing trades are issued in this division. They are renewed on a yearly basis.	RETAIN IN OFFICE THREE YEARS AFTER LICENSE EXPIRATION, THEN DESTROY.
6.	<u>LOG BOOKS</u> The processing of applications and issued permits are recorded in log books, which provide the primary indices for access to the records. These logs are of considerable value to the division.	RETAIN PERMANENTLY IN OFFICE OR RECORDS CENTER, OR UNTIL OPERATIONAL & SECURITY MICROFORM IS MADE. CONT.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission8-2-79  
Date Signature Title

Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-484

PAGE
NO. 2

Item No.	Description	Retention
6.	CONTINUED	IF FILMED, SEND HARD COPY TO STATE HALL OF RECORDS FOR PERMANENT RETENTION.
7.	<p><u>BUILDING PERMITS AND CERTIFICATES OF USE AND OCCUPANCY</u></p> <p>These prenumbered permits contain information pertaining to cost of proposed construction, structural changes, owners name, address and other relevant data necessary to process the permit. Attachments to the permit provide information on percolation, driveway, plot plan and sediment control as well as letters and approvals from various departments. There are six copies of the building permit:</p> <ul style="list-style-type: none"> a. white - original, retained by division b. pink - to Gas & Electric Company c. blue - to Regional Planning Council d. yellow - to permittee e. gold - to Enforcement Division, then to Assessments f. green - to Inspector, then filed with original white copy. <p>There are three copies of the Certificate of Use and Occupancy:</p> <ul style="list-style-type: none"> a. white - original, to permittee b. pink - to permittee, also used as temporary certificates c. yellow - filed permanently with the original building permit. <p>The permits have been filed numerically since 1976; prior to that time, they were filed alphabetically by owner's name. These permits are of considerable reference value.</p>	<p>RETAIN IN OFFICE THREE YEARS (TWO PAST & TWO CURRENT), THEN IN RECORDS CENTER PERMANENTLY OR UNTIL OPERATIONAL & SECURITY MICROFORM COPIES CAN BE MADE. THE CERTIFICATES OF USE AND OCCUPANCY ARE ISSUED AT THE TIME CONSTRUCTION IS COMPLETED AND ACCEPTED.</p> <p>IF FILMED, SEND HARD COPY TO STATE HALL OF RECORDS FOR PERMANENT RETENTION.</p>
8.	<p><u>ELECTRICAL PERMITS - FINALS & APPLICATIONS</u></p> <p>Applications for electrical permits are filed by street name, alphabetically. A final permit contains the same information as the application, but is filed by the year, then numerically by the permit number. It is necessary to retain the applications to provide a cross-reference to the permits under the current system. There are five copies of the permit:</p> <ul style="list-style-type: none"> a. original - retained by division b. Inspectors copy c. Two copies to Gas & Electric d. " " " " e. Contractors Copy <p>The Inspectors copy is filed with original by year, then numerically by permit number.</p>	<p>RETAIN IN OFFICE THREE YEARS (TWO PAST & TWO CURRENT), THEN IN RECORDS CENTER PERMANENTLY OR UNTIL OPERATIONAL AND SECURITY MICROFORM COPIES CAN BE MADE.</p> <p>IF AN ALTERNATE METHOD OF CROSS REFERENCING APPLICATIONS TO FINAL PERMITS IS DEVELOPED, RETAIN APPLICATIONS THREE YEARS THEN DESTROY.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-484

PAGE
NO. 3

Item No.	Description	Retention
9.	<p><u>MECHANICAL PERMITS</u></p> <p>These permits are issued for heating, refrigeration or air conditioning installations of modifications. Attachments to the permit include the J- manual, computation sheet, plans and other documentation as may be required. They are filed alphabetically by street name, and have four copies distributed as follows:</p> <ul style="list-style-type: none"> a. original - white, retained by division b. yellow - permittee (applicant) c. pink - Inspector, then attached to original d. gold - Assessment 	<p>RETAIN THREE YEARS IN OFFICE, THEN PERMANENTLY IN RECORDS CENTER OR UNTIL SECURITY & OPERATIONAL MICROFORM IS MADE.</p>
10.	<p><u>PLUMBING PERMITS</u></p> <p>Plumbing permits are filed by street name, with the original copy retained by the division and the second copy going to the plumber/applicant. In 1972 and 1973, a third duplicate was created and filed by district, then plumber's name. IT IS RECOMMENDED THAT THESE DUPLICATE COPIES BE DESTROYED.</p>	<p>RETAIN THREE YEARS IN OFFICE, THEN PERMANENTLY OR UNTIL SECURITY & OPERATIONAL MICROFORM IS MADE.</p>
11.	<p><u>PERCOLATION TESTS & SEPTIC PERMITS</u></p> <p>The Inspections & Permits Department acts as an agent for the State Health Department by providing applications and taking in fees in connection with percolation tests and private sewage system processing. There are three copies:</p> <ul style="list-style-type: none"> a. original - retained by division b. second - to Health Department c. third - to applicant/permittee <p>Percolation tests are filed by owner's name and after 1976, completed perc tests were filed with the septic permits, by their number. Prior to 1977, septic permits are filed by year then alphabetically by street names.</p>	<p>RETAIN THREE YEARS IN OFFICE, THEN TWO YEARS IN RECORDS CENTER, THEN DESTROY.</p> <p>(Health Dept. has Record Copy responsibility)</p>
12.	<p><u>WATER AND SEWER CONNECTION PERMITS</u></p> <p>Before an individual may connect into the public water or sewer lines, he must obtain a connection permit.</p> <p>This permit is in six parts:</p> <ul style="list-style-type: none"> a. white - goes to Public Works b. blue - is logged and filed for office copy c. yellow - plumber's copy (Plumbers are the only applicants) d. green - assessments e. gold - inspector's copy then to drafting f. pink - billing in Finance 	<p>RETAIN THREE YEARS IN OFFICE, THEN PERMANENTLY IN RECORDS CENTER OR UNTIL SECURITY & MICROFORM COPY CAN BE MADE.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-484

PAGE
NO. 4

Item No.	Description	Retention
13.	<u>GRADING PERMITS</u>	RETAIN THREE YEARS IN OFFICE, THEN PERMANENTLY OR UNTIL SECURITY & OPERATIONAL MICROFORM IS MADE.
14.	<u>COMMERCIAL BUILDING PLANS</u>	RETAIN THREE YEARS IN OFFICE, THEN PERMANENTLY OR UNTIL SECURITY & OPERATIONAL MICROFILM IS MADE.